



Planning & Economic Development
70 Tapley Street
Springfield, MA 01104
(413) 787-6020
Fax: (413) 787-6524

****PRELIMINARY APPLICATION
FOR A WIRELESS TELECOMMUNICATION FACILITY
SPECIAL PERMIT**

Current Use of Property: _____

A Special Permit is Requested for the Following Purpose: _____

Address, Street and Parcel Number of the Property: _____

Zoning of the Property: _____

Owner of Property (Include owner's name, mailing address and telephone number): _____

Petitioner (Include petitioner's name, mailing address and telephone number): _____

****COMPLETE THIS FORM AND RETURN IT TO THE PLANNING DEPARTMENT.
A FORMAL PETITION WILL BE TYPED AND WILL REQUIRE THE PROPERTY OWNER'S
AND PETITIONER'S SIGNATURES.**

**THE SIGNED FORMAL PETITION WILL NOT BE ACCEPTED WITHOUT THE
SUBMISSION OF A *CERTIFICATE OF TAX COMPLIANCE*, RECEIVED FROM THE
CITY COLLECTOR/TREASURER, AND THE ADDITIONAL REQUIREMENTS FOUND
ON THE REVERSE SIDE OF THIS FORM. (NOTE: the petitioner will be contacted by the City
Collector's Office once a tax review has been completed. The tax review includes but is not limited to Real
Estate, Personnel Property, Excise, Water/Sewer, etc.)**

**The formal petition will have to be submitted four (4) weeks prior to the next scheduled
hearing date of the City Council. APPLICATION FEE IS \$250.00. Check is made out to
the City of Springfield.**

**N.B. IN ADDITION, THE PETITIONER WILL BE BILLED FOR THE ADVERTISING FEES BY THE
CITY CLERK'S OFFICE.**

Date Received by the Planning Department: _____

Wireless Telecommunications Facilities*

Information required for facilities allowed by special permit must be submitted with the special permit application.

Wireless Telecommunication Facilities Allowed by Special Permit:

Wireless Telecommunication Facilities (Antennas on existing towers and side or roof mounted):

- Comprehensive Service Plan
- Scaled Site Plan

New Ground mounted Wireless Telecommunication Facilities:

- Survey of all existing structures that may be feasible for co-location
- Proof of notification to other carriers of the intent to seek a special permit
- Copy of a notice of lease
- Written statement as to why co-location on another facility is not technically feasible
- Plans and elevations
- Comprehensive Service Plan
- Scaled site plan
- Legal description of the entire tract and leased parcel
- Setback distances between the proposed tower and the nearest residential unit, residentially zoned property, property boundaries of a school, place of worship, college, library, public park, conservation area, museum, cemetery, or property or district listed on the State Register of Historic Places or an American Heritage River
- Separation distance, within one (1) mile, from other towers and antennas
- Landscape Plan
- Method of fencing and finish color and, if applicable, the method of camouflage
- Notarized statement as to whether the tower will accommodate co-location
- Letter of commitment to lease space
- Visual Impact Study
- RFR analysis

***See Article XIV-E, Wireless Telecommunication Facilities, for full specifications on site plan submission requirements.**